



Metopro Associates Limited

Management and Accounting Professional
Member of MA Group

Company Secretary (Package A,B,C)

It is a legal requirement of every limited Hong Kong Company. The company secretary must be a local resident or a local Hong Kong company.

Duty

Package A (basic)

1. Acting as company secretary in comply with Companies Ordinance
2. Filing the annual return
3. Up-dated the lists of member, director, company secretary and share transfer

Package B (daily operation)

Include item (1) to (3)

4. Appointment and Resignation of director,
5. Change of Registered Office
6. Change of Particulars of director
7. Return of Allotment
8. Annual General Meeting

Package C (professional)

Include item (1) to (8)

9. Change of company name
10. Share Transfer
11. Share re-structure
12. Increase of share capital